

18 July 1952

CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER

THE EXERCISE AND DELEGATION OF AUTHORITY

A. Delegation

1. Any delegation of authority shall prescribe any limitations placed on the exercise of the authority.
2. Delegated authorities shall be redelegated only when specific authorization for redelegation is granted.

B. Exercise

1. All staff and operational officials must evidence the exercise of their authority through the issuance of proper authorizing documents to all units and individuals who are expected to act thereon.
2. Any formal action taken by an official shall be evidenced in writing over his full identifiable signature and title appropriate to the authority being exercised.
3. All persons performing acts requiring specific formal authorization shall ensure that their authority to so act is properly evidenced in writing.

C. Ratification of Prior Actions

1. Ratification of an unauthorized act may be accomplished only by the official who had the authority to authorize and perform the act in the first instance, and if he still has the power to do so at the time of ratification.
 - (a) One who has the authority to perform an act himself but lacks the authority to delegate the performance to others cannot ratify such acts when done by another in his name.

D. Actions by Deputies

1. A deputy is the formally designated alternate principal.
2. When the principal is available for duty a Deputy may exercise the authorities vested in the position of the principal subject to such limitations as the principal may stipulate.
3. When the principal is not reasonably available for the action required, a Deputy may exercise all authorities vested in the position of the principal without limitation.

CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER

4. When the principal is not reasonably available for duty and there is no appointed Deputy, the authorities vested in the position of the principal cannot be exercised until an "Acting Chief" has been properly designated.
5. Where regulations grant a special authority to a principal "or his designee", the authority may be exercised by such a designee only if he has been formally designated for this purpose.